

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

6 October 2015

TECHNICIAN POSITION VACANCY ANNOUNCEMENT # 15-117

POSITION: Human Resources Specialist (Labor Relations) (D1034000/D1044000) (GS-0201-07/09/11) EXCEPTED POSITION

LOCATION: Human Resources Office, Augusta, Maine

SALARY RANGE:

\$39,570 to \$51,437 per annum GS-07

\$48,403 to \$62,920 per annum GS-09

\$58,562 to \$76,131 per annum GS-11

CLOSING DATE: 30 October 2015

AREA OF CONSIDERATION:

AREA I – All permanent and indefinite Enlisted or Officer (**MAJ and below**) Technicians in the Maine Air National Guard.

AREA II – All Enlisted or Officer (**MAJ and below**) members of the Maine Air National Guard

AREA III – All Enlisted or Officer (**MAJ and below**) personnel eligible for membership in the Maine Air National Guard

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience and other requirements listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, education, and/or training which provided the applicant with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

QUALIFICATIONS: This position may be filled at the GS-07, GS-09 or GS-11 grade. If filled at the GS-07 or GS-09 grade, the individual selected may be promoted to GS-09 or GS-11 grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

SPECIALIZED EXPERIENCE: Must have twelve (12) months experience for the GS-07 level, twenty-four (24) months experience for the GS-09 level, or thirty-six (36) months experience for the GS-11 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-07 (ENLISTED ONLY)

1. Ability to interpret guidelines and apply basic criteria to the established program.
2. Ability to communicate effectively both orally and in writing.
3. Ability to give specific guidance relative to the implementation and application of negotiated agreements.
4. Skill in gathering information and data for preparing reports.

GS-09

1. Knowledge of labor relations regulations, fundamental principles and practices to analyze cases of moderate difficulty, well-precedented and/or recurring cases.
2. Ability to conduct research of regulatory material, existing agreements, and historical documents.
3. Ability to develop and prepare explanations of case facts and to provide advice to supervisors, managers, and union officials.
4. Skill in interpreting and analyzing basic issues of contract provisions in handling union matters in order to avoid unfair labor practice charges.
5. Ability to use judgment in selecting the appropriate legal and regulatory basis applicable to various grievances.
6. Ability to identify, gather, and analyze factual information.

GS-11

1. Knowledge of legal research methods and information gathering techniques.
2. Knowledge of the full range of labor relations theories, principles, methods, precedents, case law, and negotiation processes and strategies.
3. Ability to serve as the technical authority on all aspects of the state labor relations program to provide comprehensive management advisory services and to negotiate agreements between management and labor unions.
4. Skill in locating, interpreting and analyzing for applicability and appropriateness, precedent and substantive decisions and/or legal opinions that various courts and administrative bodies have rendered.
5. Skill in negotiation procedures and techniques, advocacy, mediation, interest-based bargaining, and other non-adversarial problem solving approaches sufficient to resolve problems and advise management.
6. Skill in communication techniques sufficient to formulate and present arguments and advisory opinions and to prepare legal and case documents.
7. Knowledge and understanding of procedures in both the Air National Guard and Army National Guard to provide proper advice and guidance.

COMPATIBILITY CRITERIA: 38PX, 3S000, 3S0X1, 3S2X1, 3S3X1

NOTE: If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

INCENTIVE PROGRAM: Non-Technician Maine National Guard personnel who are participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped when employed as a permanent military Technician.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance

appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil.

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors/Commanders please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013/COM (207) 430-6013 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M. SESSIONS
MAJ, AG
Human Resources Specialist
(Recruitment and Placement)

DUTIES AND RESPONSIBILITIES:

This position is located in the Human Resources Office servicing Army and Air National Guard Military Technicians, Active Guard Reserve and may include State personnel. Its primary purpose is to provide comprehensive labor relations, adverse action and disciplinary services. Accomplishes some of the work through the use of an automated personnel system.

--The position is responsible for labor contract negotiations and administration. These may include multiple contracts and multiple bargaining units. Consults with all levels of management to include The State Adjutant General, Assistant Adjutant General, Chief of Staff, Air Commander, Air National Guard (ANG) Group Commanders, and Army National Guard (ARNG) Directorate technicians, to develop agency policies on and positions for negotiation to include researching impact of potential union proposals. May serve as chief negotiator. Serves as participating member, or advisor to the management negotiating team(s) providing advice for developing management proposals, negotiating strategies, and when the union's proposals may be non-negotiable under federal law and regulations. Applies a wide range of Human Resources (HR) case law, principles, practices and regulations sufficient to perform detailed analyses and draw conclusions on complex legal issues, problems, and situations. Utilizes legal research methods, information gathering techniques, and analytical skill sufficient to locate, interpret, and analyze for applicability and appropriateness, precedent and substantive decisions, and/or legal opinions that various courts and administrative bodies have rendered. Establishes the state's position in impasse situations including the preparation of documentary material for review by a third party. Advises management on the day-to-day administration of the collective bargaining agreement(s). Interprets the intent of the contractual language and attempts to resolve problems that arise over application of contract provisions. Assists managers and supervisors in informally resolving disputes with union officials concerning the interpretation and/or application of the agreement. Meets with union representatives during the life of the contract to negotiate impact of new programs and policies, reductions-in-force, etc. May assist the Federal Labor Relations Authority (FLRA) in arranging for and conducting union certification elections. Trains supervisors in the provisions of negotiated agreements and other aspects of labor management relations.

--Develops and represents the state's position in administrative proceedings such as unfair labor practices, grievance proceedings, impasses and arbitrations. Advises all levels of management to include The Adjutant General, Assistant Adjutant General, Chief of Staff, Air Commander, ANG Group Commanders, and ARNG Directorate technicians relative to appropriate procedures to follow. Conducts investigations and consults with National Guard Bureau (NGB) Labor and Management Division to keep them informed of the issues involved. Prepares briefs, position papers, etc., and assists witnesses in preparing testimony. Contacts NGB Headquarters staff for assistance on the more complex issues for which precedents are not available or could have an impact on major Guard programs.

--Serves as point of contact to union representatives, NGB, and management on labor relation's problems. Maintains contact with operating officials to keep them apprised of labor relations policies and procedures and to ensure that the supervisors' need for formal training is identified

and information is provided to The State Adjutant General on any requirement for program guidance.

--Obtains from other sources Alternate Dispute Resolution services and advice or other non-adversarial problem solving approaches such as advocacy, mediation, interest-based bargaining, etc., for a variety of personnel problems encountered by management and employees. Resolutions offered may be non-binding but are to be in the best interest of the National Guard.

--Advises the organization on issues that are sensitive, serious, or controversial. These issues include ethics, discrimination, or fraud, which require special treatment due to the potential embarrassment to the activity, impact on employee morale, or subsequent impact on the group(s) involved. Provides advice and assistance to management on preparing disciplinary and adverse actions. Reviews draft adverse actions to ensure compliance with existing law, rule or regulation. Prepares necessary correspondence and documentation for appeal processes. May prepare and present management's position at adverse action appeal hearings. Serves as committee and/or hearing technical advisor/representative at hearings before such agencies as Federal Services Impasses Panel, Federal Labor Relations Authority, Equal Employment Opportunity Commission, U.S. Courts and National Guard Bureau. Provides information to supervisors and managers on counseling employees, correcting work deficiencies, and establishing constructive work habits. Provides information on employee rights and obligations.

--Provides continuing advice to supervisors and management representatives on the variety of formal and informal methods available to assist them in carrying out their supervisory responsibilities. Analyzes facts from individual actions, reports and routine advisory services to correct existing employee problems or identify potential problems. Advise employees on the substance of specific personal work issues. Advisory services are performed with organizations that are characterized by a normal diversity of occupations ranging from trades through administrative, moderate in size or large with few communication problems and relatively stable mission.

--May facilitate development and administration of labor management partnership. May organize and administer joint labor management training.

--May accumulate and record actual use of official time by management and union personnel.

--May plan and assign work and provide guidance and technical assistance to an assistant.

--Performs other duties as assigned.

D1044000

DUTIES AND RESPONSIBILITIES:

This position is located in the Human Resources Office that provides servicing for both Army and Air National Guard technicians. Working closely with a higher-graded specialist, this position performs the day-to-day operational duties within the Labor Relations Program and advises management regarding the less complex labor relations' issues that arise in the state.

--Independently performs duties of moderate complexity that require the application of regulations, fundamental principles, concepts, techniques and guidelines of labor relations such as providing advice to supervisors and commanders on labor relations management; preparation of labor-management training courses; compiling statistical reports, etc.

--Provides advice to first-line supervisors and union stewards on the interpretation and application of specific provisions of negotiated agreements. Provides technical advice to members of the management negotiating team on procedural points of order, basic negotiating techniques and recommendations as to initial and fallback position on relatively uncomplicated issues, such as order of priority in scheduling annual leave, amplification of agency rules concerning sick leave, employee parking, etc.

--Ensures that all provisions of negotiated agreements are implemented. Coordinates between management and the union(s), when necessary, to ensure complete and efficient enforcement. This includes coordinating the use of management facilities and equipment when such use is required by the agreement. Ensures any misinterpretations and misunderstandings are eliminated in advance in order to avoid the chance of union grievance and unfair labor practice charges.

--Coordinates arrangements for representation elections (e.g. arranging space for voting, procedures for identifying eligible employees, posting notices, time of election, etc.). Must use judgment in negotiating the establishing of ground rules with union(s) to avoid unfair labor practice charges.

--Reviews letters/inquiries from union officials and supervisors regarding interpretation of contract provisions. Researches past contracts and regulations in the development of management proposals. Maintains records of grievances, complaints, and problem areas ensuring that items are appropriately resolved in future contracts.

--Gathers factual information from regulatory material, existing agreements, and technical reference material in order to answer questions from union officials and supervisors. Researches various references and provides case references for matters of concern. Uses various publications, databases, and word processing systems to research Federal Labor Relations Authority's decisions and court decisions pertaining to similar cases. Maintains record of filings for unfair labor practices and grievances.

--Assists in the preparation and presentation of labor-management training courses. Confers with higher graded specialist on course content, method of presentation, preparation of handout materials and other matters. Attends labor relations training. Distributes approved negotiated agreements and advises management of intent.

--Coordinates room arrangements for labor-management training courses and serves as administrative assistant for the Labor-Management Partnership Council. Prepares handout materials and is responsible for transcribing notes of meetings.

--Performs other duties as assigned.